

**Plan Check Submittal Requirements for
Commercial/Industrial/Multifamily**

Handout No. 2-18

Published: 8/21/00

Revised 7-1-02

Plan set requirements

- 3 complete sets of plans minimum are required.
- 1 additional sets is required for Plumbing if sub-trade work is involved
- 1 additional set is required for Mechanical if sub-trade work is involved.
- 1 additional set for Electrical if sub-trade work is involved.
- 1 additional Fire set is required if Hazardous materials are contained within the project.
- 1 additional set for Planning review is required. A Planning review is required if changes are being made to a site or the building exterior.
- Plans should be grouped as follows: cover sheet/project description/special conditions (planning conditions, alternate design conditions, accessibility conditions, deferred submittals), site, grading, landscape, architectural, elevations, structural, details, electrical, plumbing, mechanical and title 24 energy documents.
- Plans must be on suitable size paper. We suggest a minimum of 18" x 24" and maximum of 24" x 36".
- If weight is more than 25 pounds, plan sets must be divided into separate sets.
- All plan pages shall be stamped and signed by the architect or engineer of record at time of permit issuance with the cover page wet stamped and signed.
- Two sets of structural calculations are required for new construction and when structural alterations are proposed. Both sets shall be wet stamped and wet signed on the cover page by the design professional at the time of permit issuance.
- Two sets of energy calculations are required for new construction, when the building envelope changes or alterations are made to, the HVAC system (except for equipment replacement), or lighting changes where more than 50% of the fixtures are being replaced in the area being permitted.
- Plans must be prepared according to published minimum submittal requirements. Refer to appropriate suggested document submittal list.

All plan review submittals for new construction and additions are done by appointment only, to make an appoint call 277-4541.

The following must be completed prior to your appointment:

- Plan Check submittal form completed
- Building Occupancy Classification Inventory Form completed, if hazardous materials are contained within project
- Completion of the Construction Cost Documentation form for commercial industrial projects or the Multifamily Residential Valuation Worksheet for Multifamily projects.

Other Approvals and Clearances

Approvals and/or clearances from other public agencies or City Departments may be required.

- Some Public Works reviews are required prior to completion of plan review (flood zone review and geological hazard review), other clearances (Public Works development clearance and grading permits) are required prior to issuance of a permit. Public Works can be reached at (408) 277-5161.
- Projects that affect fire sprinkler, fire alarms or hazardous material storage will require review and approval from the Fire Department. They can be reached at (408) 277-4656.
- Health Department and Water Pollution Control approvals are required prior to plan review. Food handling facilities and public swimming pools require these approvals. For Health Department requirements, call (408) 299-6060. For Water Pollution Control District, call (408) 945-5300.